

*Library Opening Hours*

**Barooga Library:** 03 5873 4701  
barlib@berriganshire.nsw.gov.au

**Opening Hours:** Monday & Friday 2.30-6pm  
Wed. 9.30-6pm  
Saturday 9.30-12noon

**Berrigan Library:** 03 5888 5180  
berrlib@berriganshire.nsw.gov.au

**Opening Hours:** Tuesday & Thursday 9.30-5.30pm  
Saturday 9.30-12 noon

**Finley Library:** 03 5888 5182  
finlib@berriganshire.nsw.gov.au

**Opening Hours:** Wednesday & Friday 9.30-5.30pm  
Saturday 9.30-12 noon

**Tocumwal Library:** 03 58742633  
toclib@berriganshire.nsw.gov.au

**Opening Hours:** Tuesday & Thursday 9.30-5.30pm  
Friday 9.30-12.30  
Saturday 9.30-12noon

*All Libraries Closed for lunch 12.30-1pm*



*Welcome to Berrigan Shire  
Library Service*

The Berrigan Shire Library Service is free to join with numerous benefits provided by Council for the recreation and information needs of our community.

BSLS has four library branches within the Shire for you to visit:

Barooga            Berrigan            Finley            Tocumwal

**[www.berriganshire.nsw.gov.au/libraries](http://www.berriganshire.nsw.gov.au/libraries)**

*Membership benefits include:*

- \* Automatic membership of the State Library of NSW.
- \* Free eBooks, eAudio, DVD's, eMagazines, Books, Talking Books on CD, Graphic Novels, Magazines, Navigator Audio ,Non-Fiction and much more.
- \* Free Internet and Wireless Hotspot access.
- \* Minimal cost to fax, photocopy, scan and laminate.

Barooga: 4 Golf Course Road ; 03 5873 4701

Berrigan: 52-54 Chanter Street ; 03 5888 5180

Finley: 223-229 Murray Street; 03 5888 5182

Tocumwal: 57 Deniliquin Street; 03 5874 2633

General Terms and Conditions:



To join the Library you need to :

- Show ID with current address (i.e. Drivers Licence)
- Agree to comply with Library Policies.
- Thereafter, please present your library card to borrow and access all resources each time you visit.
- All items have a borrowing period of 14 days plus three days grace before fines are imposed
- \* Please report lost or stolen cards
- \* Please notify staff if your contact details change
- \* Please return all borrowed items on or before the due date
- Please pay all charges imposed for any late returns, recovery, damage or loss of library items or membership card.

To Return, Renew or Request an Item;-

- Please return during Opening Hours at the front desk
- Or in the after hours chute—available at all Branches

You may renew and reserve items by;-

- contacting any Branch within the Shire
- Visiting any Branch within the Shire

If you agree with these terms and conditions, please sign.

I, .....  
 am the Parent/ Guardian of a child under the age of 16 year, and as such, take full responsibility for information retrieved and /or downloaded from the Internet, including the use of personal devices using the Library Wi-Fi access.

I give full permission for my child

.....  
 to use the Internet and access Wi-Fi on their personal device at any branch of the Berrigan Shire Library Service.

Signed:

.....

Date:

.....



## Internet and Wi-Fi guidelines:

Please tick appropriate boxes

1. I will not give out personal information, such as my address, telephone number, parents name or number, location of my school without my parents permission.  Agree  Disagree

2. I will tell my parents right away, if I come across any information that makes me feel uncomfortable.  Agree  Disagree

3. I will never agree to get together with someone I 'meet' online without first checking with my parents.  Agree  Disagree

4. I will never send a person my picture or anything else without first checking with my parents.  Agree  Disagree

5. I will not respond to any messages that are mean or in anyway make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online services.  Agree  Disagree

6. I will talk to my parents so that we can set up rules to going online. We will decide upon the time of day that I can be online, and appropriate areas for me to visit. I will not access other areas or break the rules such as, downloading or printing inappropriate materials without their permission.  Agree  Disagree

7. I will ensure I use the Internet and Wifi access in accordance with the Public Internet Usage Policy.  Agree  Disagree

Or use the Online Catalogue, at:-

[www.berriganshire.nsw.gov.au/libraries](http://www.berriganshire.nsw.gov.au/libraries)

Click on 'Online Catalogue'

User ID is your library membership barcode

and Password is your date-of-birth (ie: DDMMYYYY)

Reservations:

- You may request a reservation in person, via phone to any branch or DIY via the website. Requests are free.
- If the Item you request is on loan, you will receive a phone call or email when it becomes available.

Overdue Notices:

- To enable equal access to the collections, the Library Service sends overdue reminder notices or emails to each member as a reminder that their loan is 10 days overdue.
- There is an administration fee of \$1.50 in addition to the accrued overdue fee.
- If items are not returned, several Reminder Notices will be sent before an Account Notice which will list the cost of all items and overdue fines.



**eSmart**  
Smart. Safe. Responsible.

## Online Terms and Conditions

Berrigan Shire Library Service is in the process of obtaining a nationally recognised status as an eSmart Library

eSmart Libraries is a partnership between The Alannah and Madeline Foundation and Telstra. eSmart is a world-wide cyber safety program designed to better equip local libraries like ourselves, with the skills needed for a smart, safe and responsible community.

We will:

- Provide guidance to help you behave safely online
- Inform you how to get the best out of the online world
- Help you avoid cyber-risks such as scams and cyberbullying
- Promote the free flow of information and ideas in the interests of all visitors to our library.

How successful we are in this project depends largely on you, the user. Please read and understand the following guidelines on Internet use. Your co-operation will greatly assist us in providing you with a more rewarding and safer experience.

You are responsible for knowing the regulations and policies of the BSLS.

You are responsible for exercising good judgement in the use of BSLS's technological and information resources.

Any queries, please ask a staff member.



## Photographs and Videos

The Berrigan Shire Library Service promote events using photographs for display and social media opportunities.

- \* If you prefer not to be photographed/videographed, you may inform the photographer/videographer at the event.
- \* Please inform staff if you or your children wish to be excluded from any photographs being taken at a library event.

*Public Internet Guidelines and Conditions of Use for Children under 16 years of age.:*

The Berrigan Shire Library Service provides a wide range of resources and services to meet the information, education, cultural, literacy and recreation needs of our community. These resources include Internet and Wifi access on personal devices.

- \* Internet is an unregulated medium, and as such, children need to be protected from material that may be offensive or disturbing.
- \* It is not the role of libraries to practice censorship.
- \* Also we do not support the use of filtering or censorship technologies that block access to information.
- \* It is the responsibility of Parents and Guardians to monitor their children's Internet access.

We wish to endorse the recommendations of eSmart and encourage all parents and guardians to read the following guidelines with your child/children, to ensure that they understand appropriate use of the Internet.:

## *Privacy Safeguards*

All Internet use is logged for statistical purposes. Data provision assists the library service to continually maintain and improve Internet services. No information is collected to the detriment of individual privacy.

To provide equitable access, time limits and particular functions are displayed for each computer. You are asked to comply with these limits, for the benefit of all. Failure to do so, may result in your Internet access being curtailed.

*Guidelines for dealing with inappropriate use of the Internet:*

For the purposes of these guidelines, the term, 'inappropriate' refers to material that is not suitable for a community or public setting.

If a patron accesses inappropriate material on the Internet, the following steps will be taken;

- The patron will be verbally notified that viewing inappropriate material is not acceptable within our facilities. The patron will be asked to close the inappropriate material and warned that breach of our conditions may result in immediate withdrawal of membership privileges.
- If the patron ignores this verbal warning, staff will immediately close the session and the patron will be told to leave the library immediately, whether on public computers or personal Wifi.
- An Incident Report will be completed and the local police informed.
- If this patron is a library member, membership details will be recorded, a block placed on their membership card and details of incident noted on membership record.

## *Internet Access Policy*

Berrigan Shire Library Service (BSLS) is committed to serving the information and recreation needs of the community. The Library Service strives to provide a welcoming environment, and provides free public access to the Internet and Wifi to support lawful access to information and services;

- Access to recreational materials
- Avenues for community engagement and participation
- Users are expected to abide by BSLS Internet Policy
- Library reserves the right to terminate Internet/Wifi access

This Policy follows the principles of the Australian Library and Information Association's Online Content Regulation statement and the Public Libraries NSW Network statement on Internet filtering and content regulation. Internet access and free Wifi use is available free of charge at all branches under the following conditions;

## *Copyright*

Material found on the Internet may be protected by copyright.

Before using the Internet, you are asked to read the copyright Regulations which are located near the computers and photocopier.

Internet users are responsible for complying with all copyright and software licencing requirements and any relevant laws and legislation when accessing and /or printing material from the Internet.

## *Children and Young Adults*

BSLS promotes and supports young people's access to information, including electronic information through its internet and Wifi facilities.

Library staff are available to assist young people in the use of the Internet and to recommend websites on particular subjects.

Parent's/legal guardians are responsible for monitoring access to the Internet for children under the age of 16 years. This is in accordance with library policy in regard to access to any library materials.

#### *Appropriate Use*

You must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas.

Where a patron is found to be using library computers to access pornographic, offensive material, or for any unlawful purpose, the library reserves the right to direct the patron to leave the library, to direct that the patron not re-enter the library for a specified period and to report unlawful conduct to the relevant authorities. If you encounter any instances of inappropriate use this should be reported immediately to library staff.

Patrons are responsible for closing down their website windows upon conclusion of the Internet session for security reasons. Library staff will assist with basic instructions in the use of library computers and Internet access, however, it is not the role of staff to offer detailed assistance or tuition.

#### *Filtering*

A public library has a role as an unbiased source of information and ideas, including online content. BSLS provides free access to materials and information, presenting as far as possible, all points of view on current and historical issues, including controversial issues.

The Library does not use censoring software as it prohibits free access to information and it does not provide adequate protection for children from all material that may be harmful on the Internet. BSLS strongly recommends all children be accompanied by an adult caregiver when using the Internet.

#### *Risk Management*

Privacy and confidentiality cannot be totally assured in the use of any online resources and the security of data and networks cannot be guaranteed. Computers are for general use and should not be regarded as secure. You should:

- Log out of services and refrain from entering highly sensitive information (i.e.; tax file numbers, banking details, etc)
- Assume responsibility for any loss of data, funds or identity theft that may result from the use of the Internet at the library
- Close down all web browser windows at end of session
- Not leave passwords on display.

#### *Wireless Access*

Communications over a wireless network are not secure. Information sent from or to a laptop can be captured by anyone else with a wireless device and appropriate software. You should be aware of the risk in using wireless access in the library.

If you use your own Internet enabled devices, appropriate use of these devices and any associated behaviours within the library is governed by the Internet Access Policy.